

JANITORIAL SERVICES

FOR

COOK COUNTY OFFICE OF THE MEDICAL EXAMINER

SECTION I
AGREEMENT

1. **Overview:**

Upon execution of this Contract by Cook County Office of the Chief Procurement Officer, Cook County accepts the Vendor's invoice (See Exhibit A) for Janitorial Services for Cook County Office of the Medical Examiner.

2. **Scope of Work:** The Contractor has been selected to provide Janitorial Services for Cook County Office of the Medical Examiner.

3. **Contract Value:** \$228,600.00 (Monthly Fee of \$38,100.00)

4. **Contract Term:** Contract shall be effective for six (6) months beginning April 1, 2023, through September 30, 2023

5. **Vendor Information:**

Eco-Clean Maintenance, Inc.

515 W. Wrightwood Avenue, Elmhurst, IL 60126

773-310-2002

Arkadiusz Grabowski, President

ecocleanmaintenance@yahoo.com

6. **Exhibits:**

Exhibit A – Statement of Work/Specification

7. **Proposal:**

Contractor has reviewed the Statement of Work and General Conditions and has familiarized itself with all of the conditions under which it must be carried out and understands that by this agreement it waives all right to plead any misunderstanding regarding the same.

SECTION II

GENERAL CONDITIONS

GC-01 SUBCONTRACTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

Once awarded, this Contract shall not be subcontracted or any part thereof assigned without the express written approval of the County Chief Procurement Officer ("Chief Procurement Officer"). In no case, however, shall such approval relieve the Contractor from his obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or claims due or to become due without the advance written approval of the Chief Procurement Officer. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void.

The Contractor and its employees, contractors, subcontractors, agents and representatives are, for all purposes arising out of this Contract, independent contractors and are not employees of the County. It is expressly understood and agreed that the Contractor and its employees, contractors, subcontractors, agents and representatives shall in no event as a result of a contract be entitled to any benefit to which County employees are entitled, including, but not limited to, overtime, retirement benefits, worker's compensation benefits and injury leave or other leave benefits.

GC-02 INDEMNIFICATION

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, contractors, subcontractors, licensees or invitees of the Contractor, including any claim that the ownership and/or use of equipment, hardware and software or any part thereof provided to the County by Consultant or utilized in performing Consultant's services constitutes an infringement of any patent, copyright or license or any other property right. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

GC-03 INSPECTION AND RESPONSIBILITY

The County shall have a right to inspect and approve any Contract goods, equipment, supplies or services used in carrying out this Contract and shall approve the quality and standards of all materials or completed work furnished under this Contract. Contract goods, equipment, supplies or services not complying herewith may be rejected by the Chief Procurement Officer and/or the Using Agency and shall be replaced and/or re-performed by the Contractor at no cost to the County. Any Contract goods, equipment or supplies rejected shall be removed within a reasonable time from the premises of the County at the entire expense of the Contractor, after notice has been given by the County to the Contractor that such Contract goods, equipment or supplies have been rejected.

GC-04 PAYMENT TO CONTRACTORS

All invoices submitted by the Contractor shall be in accordance with the cost provisions contained in the Contract Documents and shall contain a detailed description of the Deliverables (i.e., the goods, equipment, supplies or services) including the quantity of the Deliverables, for which payment is requested. All invoices for services shall include itemized entries indicating the date or time period in which the services were provided, the amount of time spent performing the services, and a detailed description of the services provided during the period of the invoice. All Contracts for services that are procured as Sole Source must also contain a provision requiring the Contractor to submit itemized records indicating the dates that services were provided, a detailed description of the work performed on each such date, and the amount of time spent performing work on each such date. All invoices shall reflect the amounts invoiced by and the amounts paid to the Contractor as of the date of the invoice. Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. Contractor shall not be entitled to invoice the County for any late fees or other penalties.

In accordance with Section 34-177 of the Cook County Procurement Code, the County shall have a right to set off and subtract from any invoice(s) or Contract price, a sum equal to any fines and penalties, including interest, for any tax or fee delinquency and any debt or obligation owed by the Contractor to the County.

The Contractor acknowledges its duty to ensure the accuracy of all invoices submitted to the County for payment. By submitting the invoices, the Contractor certifies that all itemized entries set forth in the invoices are true and correct. The Contractor acknowledges that by submitting the invoices, it certifies that it has delivered the Deliverables, i.e., the goods, supplies or equipment set forth in the Contract to the Using Agency, or

that it has properly performed the services set forth in the Contract. The invoice must also reflect the dates and amount of time expended in the provision of services under the Contract. The Contractor acknowledges that any inaccurate statements or negligent or intentional misrepresentations in the invoices shall result in the County exercising all remedies available to it in law and equity including, but not limited to, a delay in payment or non-payment to the Contractor, and reporting the matter to the Cook County Office of the Independent Inspector General.

GC-05 INSURANCE REQUIREMENTS

Contractor shall maintain for the duration of this contract a policy or policies of insurance with coverage and limits adequate to satisfy all claims and liabilities which could arise because of the performance of the Contract, including but not limited to, Commercial General Liability Insurance and any liability Contractor may incur resulting from indemnification obligations as stated in GC-02 Indemnification. The insurance shall be commensurate with the usual and customary industry practices for similarly situated businesses. Contractor shall comply with applicable laws governing workers' compensation and mandatory insurance for vehicles. The County reserves the right to request a certificate of insurance at any time.

I. Insurance Requirements of the Contractor

Prior to the effective date of this Contract, the Contractor, at its cost, shall secure and maintain at all times, unless specified otherwise, until completion of the term of this Contract the insurance specified below.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

The Cook County Department of Risk Management maintains the right to modify, delete, alter or change these requirements.

II. Coverages

- a. Workers Compensation Insurance. Workers' Compensation shall be in accordance with the laws of the State of Illinois or any other applicable jurisdiction.

The Workers Compensation policy shall also include the following provisions:

- (1) Employers' Liability coverage with a limit of
 - \$100,000 each Accident
 - \$100,000 each Employee
 - \$100,000 Policy Limit for Disease

- b. Commercial General Liability Insurance. The Commercial General Liability shall be on an occurrence form basis (ISO Form CG 0001 or equivalent) to cover claims for injuries to persons or damage to property which may arise from or in connection with products or materials supplied to Cook County.

Each Occurrence - \$1,000,000 General Aggregate – \$2,000,000

The General Liability policy shall include the following coverages:

- i. All premises and operations;
- ii. Contractual Liability;
- iii. Products/Completed Operations;
- iv. Severability of interest/separation of insureds clause

- c. Commercial Automobile Liability Insurance. When any motor vehicles are used in connection with this contract, Contractor shall secure Automobile Liability Insurance for bodily injury and property damage arising from the Ownership, maintenance or use of owned, hired and non-owned vehicles with a limit no less than \$1,000,000 per accident.

III. Additional requirements

- a. Additional Insured. The Commercial General Liability policy shall name Cook County, its officials, employees and agents as additional insureds on a primary and non-contributory basis. Any insurance or self-insurance maintained by Cook County shall be excess of the Contractor's insurance and shall not contribute with it.

b. Qualification of Insurers. All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than (A-) VII will be acceptable only upon consent of the Cook County Department of Risk Management. The insurance limits required herein may be satisfied by a combination of primary, umbrella and/or excess liability insurance policies.

c. Insurance Notices. Contractor shall provide the Office of the Chief Procurement Officer with thirty (30) days advance written notice in the event any required insurance will be cancelled, materially reduced or non-renewed. Contractor shall secure replacement coverage to comply with the stated insurance requirements and provide new certificates of insurance to the Office of the Chief Procurement Officer. Prior to the date on which Contractor commences performance of its part of the work, Contractor shall furnish to the Office of the Chief Procurement Officer certificates of insurance maintained by Contractor. The receipt of any certificate of insurance does not constitute agreement by the County that the insurance requirements have been fully met or that the insurance policies indicated on the certificate of insurance are in compliance with insurance required above.

In no event shall any failure of the County to receive certificates of insurance required hereof or to demand receipt of such Certificates of Insurance be construed as a waiver of Contractor's obligations to obtain insurance pursuant to these insurance requirements.

d. Waiver of Subordination Endorsements. All insurance policies must contain Waiver of Subrogation Endorsement in favor of Cook County.

GC-06 TAXES

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Illinois Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to materials or services purchased by the County by virtue of statute. The price or prices quoted herein shall include any and all other federal and/or state, direct and/or indirect taxes which apply to this Contract. The County's State of Illinois Sales Tax Exemption Identification No. is E-9998-2013-07.

GC-07 CONTRACT AMENDMENTS

The parties may during the term of the Contract make amendments to the Contract but only as provided in this section. Such amendments shall only be made by mutual agreement in writing. No Using Agency or employee thereof has authority to make any amendments to the Contract. Any modifications or amendments to the Contract made without the express written approval of the Chief Procurement Officer is void and unenforceable.

GC-08 DISPUTES

Any dispute arising under the Contract between the County and Contractor shall be decided by the Chief Procurement Officer. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Chief Procurement Officer. Upon request of the Chief Procurement Officer, the party complained against shall respond to the complaint in writing within five days of such request. The Chief Procurement Officer will reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the Contractor and Using Agency. Dispute resolution as provided herein shall be a condition precedent to any other action at law or in equity. Notwithstanding a dispute, Contractor shall continue to discharge all its obligations, duties and responsibilities set forth in the Contract during any dispute resolution proceeding unless otherwise agreed to by the County in writing.

GC-09 DELAYS

Contractor agrees that no charges or claims for damages shall be made by Contractor for any delays or hindrances from any cause whatsoever related to the performance of the Contract.

GC-10 COMPLIANCE WITH LAWS

The Contractor shall observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the performance of the Contract, including but not limited to those County Ordinances set forth in the Certifications, Affidavits or EDS attached hereto and incorporated herein. Assurance of compliance with this requirement by the Contractor's employees, agents or subcontractors shall be the responsibility of the Contractor. The Contractor shall secure and pay for all federal, state and local licenses, permits and fees required in order to perform this Contract.

GC-11 DEFAULT

Contractor shall be in default hereunder in the event of a material breach by Contractor of any term or condition of this Contract where Contractor has failed to cure such breach within ten (10) days after written notice of breach is given to Contractor by the County, setting forth the nature of such breach.

A material breach of the contract by the Contractor includes but is not limited to the following:

1. Failure to perform any obligation under the Contract;
2. Failure to begin performance under the Contract within the specified time;
3. Failure to perform under the Contract with sufficient qualified personnel, equipment, or materials to ensure completion of within the specified time;
4. Performance of the Contract in an unsatisfactory manner;
5. Refusal to perform services deemed to be defective or unsuitable; or
6. Any other material breach of any term or condition of the Contract.

County shall be in default hereunder if any material breach of the Contract by the County occurs which is not cured by the County within forty-five (45) days after written notice of breach has been given by Contractor to the County, setting forth the nature of such breach.

GC-12 REMEDIES

If the Contractor fails to remedy a material breach during the ten (10) day cure period pursuant to General Condition GC-11, Default, the County shall have the right to terminate the Contract provided, however, that the County shall give Contractor prior written notice of its intent to terminate. Following notice of breach to Contractor, the County reserves the right to withhold payments owed to Contractor until such time as Contractor has cured the breach which is the subject matter of the notice. In addition, the County shall have the right to pursue all remedies in law or equity.

GC-12 TERMINATION FOR CONVENIENCE

The County may terminate this Contract, or any portion, at any time by notice in writing from the County to the Contractor. Unless otherwise stated in the notice, the effective date of such termination shall be three business days after the date the notice of termination is mailed by the County. If the County elects to terminate the Contract in full, unless otherwise specified in the notice of termination, the Contractor shall immediately cease performance and shall promptly tender to the County all work products, reviews, recommendations, reports, documents and analyses, whether completed or in process. If the County elects to terminate the Contract in part, unless otherwise specified in the notice of partial termination, the Contractor shall immediately cease performance of those portions of the Contract which are terminated and shall promptly tender to the County all work products, reviews, recommendations, reports, documents and analyses relating to said portions of the Contract, whether completed or in process. Contractor shall refrain from incurring any further costs with respect to portions of the Contract which are terminated except as specifically approved by the Chief Procurement Officer. The Contractor shall not invoice the County for any goods, equipment, supplies or services provided after the effective date of termination.

GC-13 GUARANTEES AND WARRANTIES

The Contractor agrees that the Contract goods, equipment, supplies or services to be furnished shall be covered by the most favorable commercial warranties the Contractor gives to any customer for the same or substantially similar Contract goods, equipment, supplies or services and that the rights and remedies so provided are in addition to and do not limit any rights afforded to County.

GC-14 AUDIT; EXAMINATION OF RECORDS

The Contractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices, and records of the Contractor related to the Contract, or to Contractor's compliance with any term, condition or provision thereof. The Contractor shall be responsible for establishing and maintaining records sufficient to document the costs associated with performance under the terms of this Contract.

The Contractor further agrees that it shall include in all of its subcontracts hereunder a provision to the effect that the subcontractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after final payment under the subcontract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices and records of such subcontractor involving transactions relating to the subcontract, or to such subcontractor's compliance with any term, condition or provision thereunder or under the Contract.

In the event the Contractor receives payment under the Contract, reimbursement for which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

GC-15 GOVERNING LAW

This Contract shall be governed by and construed under the laws of the State of Illinois. The Contractor irrevocably agrees that, subject to the County's sole and absolute election, any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy in connection with or related to the Contract, shall be litigated only in courts within the Circuit Court of Cook County, State of Illinois, and the Contractor consents and submits to the jurisdiction thereof. In accordance with these provisions, Contractor waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Contract.

GC-16 COOPERATION WITH INSPECTOR GENERAL

Contractors, subcontractors, licensees, grantees or persons or businesses who have a County contract, grant, license, or certification of eligibility for County contracts shall abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance (Section 2-281 et. seq. of the Cook County Code of Ordinances). Failure to cooperate as required may result in monetary and/or other penalties.

GC-17 WAIVER

No term or provision of this Contract shall be deemed waived and no breach consented to unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. The waiver of any such provision shall be strictly limited to the identified term or provision.

GC-18 ENTIRE CONTRACT

It is expressly agreed that the provisions set forth in this Contract constitute all the understandings and agreements between the parties. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Contract are of no force and effect.

GC-19 FEDERAL CLAUSES

The following provisions apply to all Contracts which are funded in whole or in part with federal funds.

1. **Interest of Members of or Delegates to the United States Congress**

In accordance with 41 U.S.C. § 22, the Contractor agrees that it will not admit any member of or delegate to the United States Congress to any share or part of the Contract or any benefit derived therefrom.

2. **False or Fraudulent Statements and Claims**

(a) The Contractor recognizes that the requirements of the Program Fraud Civil Remedies Act of 1986, as amended, 49 U.S.C. §§ 3081 et seq and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to the Contract. Accordingly, by signing the Contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, or it may make pertaining to the Contract, including without limitation any invoice for its services. In addition to other penalties that may be applicable, the Contractor also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, on the Contractor to the extent the Federal Government deems appropriate.

(b) The Contractor also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the County or Federal Government in connection with an urbanized area formula project financed with Federal assistance authorized by 49 U.S.C. § 5307, the Government reserves the right to impose on the Contractor the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1), to the extent the Federal Government deems appropriate.

3. **Federal Interest in Patents**

(a) General. If any invention, improvement, or discovery of the Contractor is conceived or first actually reduced to practice in the course of or under the Contract, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the Contractor agrees to notify County immediately and provide a detailed report.

(b) Federal Rights. Unless the Federal Government later makes a contrary determination in writing, the rights and responsibilities of the County, Contractor, and the Federal Government pertaining to that invention, improvement, or discovery will be determined in accordance with applicable Federal laws and regulations, including any waiver thereof. Unless the Federal Government later makes a contrary determination in writing, the Contractor agrees that, irrespective

of its status or the status of any subcontractor at any tier (e.g., a large business, small business, non-profit organization, institution of higher education, individual), the Contractor agrees it will transmit to the Federal Government those rights due the Federal Government in any invention resulting from the contract.

4. Federal Interest in Data and Copyrights

- (a) Definition. The term "subject data" used in this section means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the Contract. Examples include, but are not limited, to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to Contract administration.
- (b) Federal Restrictions. The following restrictions apply to all subject data first produced in the performance of the Contract. Except as provided in the Contract and except for its own internal use, the Contractor may not publish or publicly reproduce subject data in whole or in part, or in any manner or form, nor may the Contractor authorize others to do so, without the written consent of the County and the Federal Government, until such time as the Federal Government may have either released or approved the release of such data to the public.
- (c) Federal Rights in Data and Copyrights. In accordance with subparts 34 and 36 of the Common Rule, the County and the Federal Government reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for County or Federal Government purposes, the types of subject data described below. Without the copyright owner's consent, the County and Federal Government may not extend their license to other parties.
 - (1) Any subject data developed under the contract or subagreement financed by a federal Grant Agreement or Cooperative Agreement, whether or not a copyright has been obtained; and
 - (2) Any rights of copyright which the Contractor purchases ownership with Federal assistance.
- (d) Special Federal Rights for Planning Research and Development Projects. When the Federal Government provides financial assistance for a planning, research, development, or demonstration project, its general intention is to increase public knowledge, rather than limit the benefits of the project to participants in the project. Therefore, unless the Federal Government determines otherwise, the Contractor on a planning, research, development, or demonstration project agrees that, in addition to the rights in data and copyrights set forth above, the County or Federal Government may make available to any third party either a license in the copyright to the subject data or a copy of the subject data. If the project is not completed for any reason whatsoever, all data developed under the project will become subject data and will be delivered as the County or Federal Government may direct. This subsection, however, does not apply to adaptations of automatic data processing equipment or previously existing software programs for the County's use whose costs are financed with Federal transportation funds for capital projects.
- (e) Hold Harmless. Unless prohibited by state law, upon request by the County or the Federal Government, the Contractor agrees to indemnify, save, and hold harmless the County and the Federal Government and their officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Contractor of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Contract. The Contractor will not be required to indemnify the County or Federal Government for any such liability arising out of the wrongful acts of employees or agents of the County or Federal Government.
- (f) Restrictions on Access to Patent Rights. Nothing contained in this section on rights in data will imply a license to the County or Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the County or Federal Government under any patent.

- (g) Application on Materials Incorporated into Project. The requirements of Subsections 2, 3, and 4 of this Section do not apply to material furnished by the County and incorporated into the work.

5. Records and Audits

Contractor will deliver or cause to be delivered all documents (including but not limited to all Deliverables and supporting data, records, graphs, charts and notes) prepared by or for the County under the terms of this Agreement to the County promptly in accordance with the time limits prescribed in this Contract, and if no time limit is specified, then upon reasonable demand therefor or upon termination or completion of the Services hereunder. In the event of the failure by the Contractor to make such delivery, then and in that event, the Contractor will pay to County reasonable damages the County may sustain by reason thereof.

The County and the Federal Government will have the right to audit all payments made to the Contractor under this Agreement. Any payments to the Contractor which exceed the amount to which the Contractor is entitled under the terms of this Agreement will be subject to set-off.

The Contractor will keep and retain records relating to this Agreement and will make such records available to representatives of the County and the Federal Government, including without limitation the sponsoring federal agency, other participating agencies, and the Comptroller General of the United States, at reasonable times during the performance of this Agreement and for at least five years after termination of this Agreement for purposes of audit, inspection, copying, transcribing and abstracting.

No provision in this Agreement granting the County or the Federal Government a right of access to records is intended to impair, limit or affect any right of access to such records which the County or the Federal Government would have had in the absence of such provisions.

6. Environmental Requirements

The Contractor recognizes that many Federal and state laws imposing environmental and resource conservation requirements may apply to the Contract. Some, but not all, of the major Federal Laws that may affect the Contract include: the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq.; the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. and scattered sections of 29 U.S.C.; the Clean Water Act, as amended, scattered sections of 33 U.S.C. and 12 U.S.C.; the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §§ 6901 et seq.; and the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, 42 U.S.C. §§ 9601 et seq. The Contractor also recognizes that U.S. EPA, U.S. DOT and other agencies of the Federal Government have issued and are expected in the future to issue regulations, guidelines, standards, orders, directives, or other requirements that may affect the Contract. Thus, the Contractor agrees to adhere to, and impose on its subcontractors, any such Federal requirements as the Federal Government may now or in the future promulgate. Listed below are requirements of particular concern.

The Contractor acknowledges that this list does not constitute the Contractor's entire obligation to meet all Federal environmental and resource conservation requirements. The Contractor will include these provisions in all subcontracts.

- (a) Environmental Protection. The Contractor agrees to comply with the applicable requirements of the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq. in accordance with Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 59 Fed. Reg. 7629, Feb. 16, 1994; U.S. DOT statutory requirements on environmental matters at 49 U.S.C. § 5324(b); Council on Environmental Quality regulations on compliance with the National Environmental Policy Act of 1969, as amended, 40 C.F.R. Part 1500 et seq.; and U.S. DOT regulations, "Environmental Impact and Related Procedures," 23 C.F.R. Part 771 and 49 C.F.R. Part 622.
- (b) Air Quality. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. Specifically, the Contractor agrees to comply with applicable requirements of U.S. EPA regulations, "Conformity to State of Federal Implementation Plans of Transportation Plans, Programs, and Projects Developed, Funded or Approved Under Title 23 U.S.C. or the Federal Transit Act," 40 C.F.R. Part 51, Subpart T; and "Determining Conformity of Federal Actions to State or Federal Implementation Plans," 40 C.F.R. Part 93. The Contractor further agrees to report and require each subcontractor at any tier to report any violation of

these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.

- (c) Clean Water. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 et seq. The Contractor further agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.
- (d) List of Violating Facilities. The Contractor agrees that any facility to be used in the performance of the Contract or to benefit from the Contract will not be listed on the U.S. EPA List of Violating Facilities ("List"), and the Contractor will promptly notify the County if the Contractor receives any communication from the U.S. EPA that such a facility is under consideration for inclusion on the List.
- (e) Preference for Recycled Products. To the extent practicable and economically feasible and to the extent that it does not reduce or impair the quality of the work, the Contractor agrees to use recycled products in performance of the Contract pursuant to U.S. Environment Protection Agency (U.S. EPA) guidelines at 40 C.F.R. Parts 247-253, which implement section 6002 of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. § 6962.

7. No Exclusionary or Discriminatory Specifications

Apart from inconsistent requirements imposed by Federal statute or regulations, the Contractor agrees that it will comply with the requirements of 49 U.S.C. § 5323(h)(2) by refraining from using any Federal assistance to support subcontracts procured using exclusionary or discriminatory specifications.

8. Fly America

Section 14.c of the Master Agreement states that if the contract or subcontracts may involve the international transportation of goods, equipment, or personnel by air, the contract must require Contractors and subcontractors at every tier to use U.S.-flag air carriers, to the extent service by these carriers is available. 49 U.S.C. 40118 and 4 C.F.R. Part 52.

9. No Federal Government Obligations to Third Parties

The Contractor agrees that, absent the Federal Government's express written consent, the Federal Government will not be subject to any obligations or liabilities to any contractor or any other person not a party to the Grant Agreement or Cooperative Agreement between the County and the Federal Government which is a source of funds for this Contract. Notwithstanding any concurrence provided by the Federal Government in or approval of any solicitation, agreement, or contract, the Federal Government continues to have no obligations or liabilities to any party, including the Contractor.

10. Allowable Costs

Notwithstanding any compensation provision to the contrary, the Contractor's compensation under this Contract will be limited to those amounts which are allowable and allocable to the Contract in accordance with OMB Circular A-87 and the regulations in 49 C.F.R. Part 18. To the extent that an audit reveals that the Contractor has received payment in excess of such amounts, the County may offset such excess payments against any future payments due to the Contractor and, if no future payments are due or if future payments are less than such excess, the Contractor will promptly refund the amount of the excess payments to the County.

11. Trade Restrictions

Contractor certifies that neither it nor any Subcontractor:

- (a) is owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);

- (b) has knowingly entered into any contract or subcontract with a person that is a citizen or national of a foreign country on said list, nor is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- (c) will procure, subcontract for, or recommend any product that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no Notice-to-Proceed will be issued to an entity who is unable to certify to the above. If Contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the USDOT may direct, through the County, cancellation of the Contract at no cost to the Government.

Further, Contractor agrees that it will incorporate this provision for certification without modification in each subcontract. Contractor may rely on the certification of a prospective Subcontractor unless it has knowledge that the certification is erroneous. Contractor will provide immediate written notice to the County if it learns that its certification or that of a Subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. Each Subcontractor must agree to provide written notice to Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances. Nothing contained in the foregoing will be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision.

The knowledge and information of the Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 100.

12. Veteran's Preference

In the employment of labor (except in executive, administrative, and supervisory positions), preference will be given to Vietnam-era veterans and disabled veterans. However, this preference may be given only where individuals are available and qualified to perform the work to which employment relates.

13. Copyright Ownership

Consultant and the County intend that, to the extent permitted by law, the Deliverables to be produced by Consultant at the County's instance and expense pursuant to this Agreement are conclusively deemed "works made for hire" within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. §101 et seq. (the "Copyright Act"), and that the County will be the copyright owner of the Deliverables and of all aspects, elements and components of them in which copyright can subsist.

To the extent that any Deliverable does not qualify as a "work made for hire," Consultant irrevocably grants, conveys, bargains, sells, assigns, transfers and delivers to the County, its successors and assigns, all right, title and interest in and to the copyrights and all U.S. and foreign copyright registrations, copyright applications and copyright renewals for them, and other intangible, intellectual property embodied in or pertaining to the Deliverables prepared for the County under this Agreement, free and clear of any liens, claims or other encumbrances, to the fullest extent permitted by law. Consultant will execute all documents and perform all acts that the County may reasonably request in order to assist the County in perfecting its rights in and to the copyrights relating to the Deliverables, at the sole expense of the County.

Consultant warrants to County, its successors and assigns, that on the date of transfer Consultant is the lawful owner of good and marketable title in and to the copyrights for the Deliverables and has the legal rights to fully assign them. Consultant further warrants that it has not assigned any copyrights nor granted any licenses, exclusive or nonexclusive, to any other party, and that it is not a party to any other agreements or subject to any other restrictions with respect to the Deliverables. Consultant warrants and represents that the Deliverables are complete and comprehensive, and the Deliverables are a work of original authorship.

14. Accessibility Compliance

If this Agreement involves design for construction, the Consultant warrants that all design documents produced or utilized under this Agreement and all construction or alterations undertaken under this Agreement will comply with all federal, state and local laws and regulations regarding accessibility standards for persons with disabilities or environmentally limited persons including, but not limited to, the following: the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. and the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities ("ADAAG"); the Architectural Barriers Act, Pub. L. 90-480 (1968), and the Uniform Federal Accessibility Standards ("UFAS"); and the Illinois Environmental Barriers Act, 410 ILCS 25/1 et seq., and all regulations promulgated thereunder, see Illinois Administrative Code, Title 71, Chapter 1, Section 400.110. If the above standards are inconsistent, the Consultant must comply with the standard providing the greatest accessibility. Also, the Consultant must, prior to construction, review the plans and specifications to insure compliance with the above referenced standards. If the Consultant fails to comply with the foregoing standards, the Consultant must perform again, at no expense, all services required to be re-performed as a direct or indirect result of such failure.

15. Visual Rights Act Waiver

The Consultant/Contractor waives any and all rights that may be granted or conferred under Section 106A and Section 113 of the United States Copyright Act, (17 U.S.C. § 101 et seq.) (the "Copyright Act") in any work of visual art that may be provided pursuant to this Agreement. Also, the Consultant/Contractor represents and warrants that the Consultant/Contractor has obtained a waiver of Section 106A and Section 113 of the Copyright Act as necessary from any employees and subcontractors, if any.

16. Equal Employment Opportunity

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

17. Copeland "Anti-Kickback" Act (40 U.S.C. 3145))

All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the

compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

18. Davis-Bacon Act, as amended ((40 U.S.C. 3141-3148)

When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act ((40 U.S.C. 3141-3148) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").

Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

19. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

Where applicable, all contracts awarded by recipients in excess of \$100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

20. Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

21. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

22. Debarment and Suspension (E.O.s 12549 and 12689)

No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

23. DHS Seal, Logo, and Flags

Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

24. No Obligation by Federal Government

The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the Agreement.

25. Coronavirus Relief Fund

All amounts paid from the Coronavirus Relief Fund ("Fund") are subject to the restrictions set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

EXECUTION

Office of the Chief Procurement Officer

Raffi
Sarrafian

Digitally signed by Raffi
Sarrafian
Date: 2023.05.04
09:52:53 -05'00'

Raffi Sarrafian, Chief Procurement Officer

Date

Eco-Clean Maintenance, Inc.


Authorized Signature

Date

3/20/23

Printed Name: ARKADIUSZ GRABOWSKI

Title: PRESIDENT

EXHIBIT A
STATEMENT OF WORK/SPECIFICATION

SPECIFICATIONS

ITEM NO. 1: JANITORIAL SERVICES

1. BACKGROUND

The Cook County Office of the Medical Examiner (OME) was established December 6, 1976. The OME is the only Medical Examiner system in Illinois and covers half the population of the state. More than 18,000 deaths are reported to the OME annually. Of this, 6,000 are accepted for investigation. The OME performs about 5,200 autopsies each year. The OME plays a vital role in the administration of justice and protection of public health.

The Cook County Institute of Forensic Medicine, completed in 1983, was renamed the Robert J. Stein Institute of Forensic Medicine in February 1994. The facility is approximately 100,000 square feet and consists of General Offices, Conference Rooms, Lounge Areas, Lobbies, Public Areas, Laboratories, and Autopsy and X-Ray Areas. The Chicago Police Department also has an office on-site. The Robert J. Stein Institute of Forensic Medicine and the outside perimeter needs to be cleaned daily and in accordance to this contract.

2. GENERAL SCOPE

The Contractor shall provide daily Janitorial Services for the OME and the outside perimeter of the building. The bidder must be familiar with relevant Center for Disease Control Guidelines for Disinfection and Sterilization in Healthcare Facilities (see Attachment 1) and must comply with all applicable cleaning schedules, policies or protocols the OME develops to comply with safety provisions set forth in Title 29 of the Code of Federal Regulations.

The Contractor must provide all labor, tools, equipment, cleaning products, and all incidentals required and/or implied for the complete and satisfactory performance of the Janitorial Services.

The Contractor will be responsible for providing all janitorial supplies necessary to do the work, with the exception of paper towels, toilet tissue, antibacterial hand soap, hand sanitizer, and red bio-hazardous bags.

The Contractor must provide sufficient staffing and supervision for the satisfactory performance of requirements in this Contract at the frequencies and within the time frames specified. The Contractor must establish and follow a quality control program for the purpose of identifying and correcting deficiencies in the quality of services performed before the level of service becomes unacceptable to the OME. An outline of the planned quality control program must be submitted in writing with the Bid Proposal at the time of the bid opening.

The Contractor must provide a stand-alone automated attendance clock-in system to track daily time and attendance of the janitorial staff. Reports must be available for review by the OME upon request. The reports shall include the following information: Janitorial staff's name, the time they punched in and out of work, the time they punched in and out for lunch and the time they punched in and out for breaks.

The Contractor must determine schedules of routine cleaning operations, activities performed periodically, equipment operation and maintenance, cleaning inspections and accident preparedness plans.

All janitor closets shall be kept in a clean and orderly fashion. Premises shall be left locked with only designated lights left on.

Particular attention shall be paid to the elevator door guides. All dirt and debris shall be removed nightly.

3. CLEANING SPECIFICATIONS

These specifications are given as a general guideline to establish a minimum quality of service for each cleaning activity.

3.1 WASTE REMOVAL

Bag and place waste in dumpsters, leaving area neat and free of trash. Do not remove items which do not appear to be trash; leave items which appear to be placed purposefully, and leave or turn in items which appear to be lost. All non-infectious waste material shall be removed from trash cans and placed in trash dumpsters. Infectious waste containers will be taped and moved to the pick-up area. Infectious waste containers will be assembled and placed in designated areas on the first and second floors. Contractor shall replace trash can liners with new liners compatible with trash can size. The Contractor will be responsible for providing the trash liners. There are approximately 60 trash cans in the facility. The Contractor shall wash trash cans using a neutral detergent solution, (germicidal cleaner for restroom trash cans), leaving the trash can clean and free of odor. Restrooms trash cans are to be sanitized on a daily basis.

SPECIFICATIONS

3.2 TERRAZZO, GRANITE, CONCRETE AND TILED FLOORS AND STAIRWAYS

The Contractor must utilize environmentally friendly methods in performance of daily routine dust mopping and wet application of soil removal to keep facility at optimum appearance.

When sweeping, Contractor shall use a soft hair broom or dust mop sprayed with a non-oily sweeping compound. When dust mopping, Contractor shall use mops treated with a non-oily floor mop dressing. Sweeping and dust mopping shall leave surfaces uniformly clean of all dust and surface dirt including corners. Contractor shall hand-clean places inaccessible to the broom and dust mop. Surface accumulation of hardened dirt that cannot be loosened with the broom or dust mop shall be loosened by hand sufficiently to permit removal by sweeping or dust mopping.

When damp mopping, Contractor shall use a clean mop and clean water plus disinfectant cleaner. Dust mop floor immediately prior to damp mopping to remove loose dirt and dust. Damp mopping shall leave floor clean and free of streaks, stains, and film. Scrub soiled area as needed with the mop or other scrubbing equipment and cleaning solution to remove all soil, stains, and traffic marks. There shall be no splashes left on walls. Baseboards, furniture and other adjacent surfaces should be wiped after mopping, and floor shall be left damp, not wet. If strong cleaning solution is used, floor shall be rinsed with clean water.

Buffing and burnishing operations are to be performed on an as-needed basis to maintain the appearance and integrity of the floor finish; spray applications are not allowed. The Contractor must implement a restorative versus spray buff system.

When stripping and refinishing floors, the Contractor shall remove all old wax and stubborn soils and stains using a rotary machine, automatic scrubber, or other equipment. Strip areas in corners, at baseboards, and other areas inaccessible to equipment by hand or other methods as necessary. The floor shall be left clean, dry, free of stripping solution and ready for new finish. Apply wax using a new mop or other equipment according to the manufacturer's instructions, applying at least two coats of wax. Wax shall be applied evenly, and shall cover the entire floor surface and result in a high gloss finish on the entire floor surface.

When sealing the floor, the Contractor shall use a new mop and concrete floor sealer. Apply a minimum of two coats of sealer, according to manufacturer's instructions. Floors must be totally clean and dry immediately prior to sealing.

When scrubbing and disinfecting, the Contractor shall scrub floors using a clean mop or other cleaning equipment and germicidal cleaner leaving floor completely clean, disinfected, and free of streaks, stains, mildew, odor and film. Contractor shall sweep or dust mop prior to scrubbing to remove loose dirt and dust. The Contractor shall also wipe the base with a clean cloth or sponge and germicidal cleaner.

The blue non-skid floors in the RED ZONE and Autopsy rooms should only be cleaned with Lysol Brand I. C. Quaternary Disinfectant Cleaner daily. Stripping and waxing of these floors is prohibited. If additional janitorial services are required in the future beyond this daily cleaning, the OEM will notify the Janitorial Supervisor.

Special attention will be given to vital areas within OME's facility that are in operation 365 days, 24 hours a day. These areas include Receiving, Triage, Autopsy Areas, Intake and Investigations. It may be necessary to strip and apply wax and sealer to these areas more frequently as determined by the OME.

Contractor shall wet mop granite floors during inclement weather.

3.3 CARPETING, CARPET RUNNERS AND MATS

Carpeted floors shall be vacuumed using a vacuum cleaner which incorporates brushing or beating action. Carpets must be left clean of all dust and loose and imbedded dirt. If necessary, the Contractor shall spot clean carpet using a dry cleaner or spot remover to leave the carpet clean of spots and stains. Carpet runners and mats shall be vacuumed or swept to leave them clean of all loose dirt and soil. When necessary, a cleaning solution and scrubbing machine shall be used to leave carpet runners and mats completely clean of embedded soil.

SPECIFICATIONS

3.4 CARPET CLEANING

The Contractor shall provide all labor, materials, tools, equipment, and all incidentals required and/or implied for the complete and satisfactory performance of carpet cleaning services on an as-needed basis. This work includes the complete steam cleaning of carpets including those areas under movable furniture, pre-treatment and cleaning of spots and stains.

All work shall be quality work performed to the complete satisfaction of the OME. The Contractor shall promptly re-clean any area of carpet that has been determined to be unsatisfactory by the OME, at no additional expense to the OME, except those areas which are identified and agreed upon by both parties as potential problem areas prior to cleaning.

3.5 CARPET CLEANING SPECIFICATIONS

The Contractor shall perform regularly scheduled light carpet and deep carpet cleaning per manufacturer's instructions. Schedule carpet cleaning to coincide with the minimum building occupancy. The Contractor must provide a two-week notice for carpet cleaning to the OME. The Contractor must perform carpet cleaning utilizing equipment that ensures the carpet will dry in less than 24 hours.

Carpets shall be steam cleaned between November 1st through November 14th and May 1st through May 14th for the 1st floor, which consists of ten rooms, and for the 2nd floor, which consists of twenty-four rooms. The basement, which consists of one room, shall be cleaned in May.

Movable furniture and other objects shall be moved from the carpeted area to be cleaned. After completion of the cleaning process, the furniture and objects shall be replaced in their original positions. Furniture and other objects shall be placed on moisture barriers to prevent possible damage to the furniture or the carpet. Movable objects include, but are not limited to, chairs, trash cans, planters, etc. Non-movable objects include desks, file cabinets, credenzas, and shelving units.

The Contractor shall steam clean carpeted floors using a hot extraction method safe for all carpets and quick-drying. Immediately prior to cleaning, the Contractor shall vacuum, spot clean, and pre-treat heavily soiled areas. If necessary, corners and areas not accessible to machines shall be cleaned by hand. Moveable furniture (not including desks, large tables, file cabinets, credenzas, and shelving units) shall be moved prior to cleaning and shall be moved back into place after the carpet is cleaned, placing all furniture on moisture barriers if carpet is damp.

All spots, stains and heavily soiled areas shall be pre-treated and cleaned to the best of the Contractor's ability.

Carpet cleaning shall be performed using a steam cleaning method to provide optimum carpet cleaning job. Portable steam cleaning units may be substituted in areas inaccessible to a truck-mounted unit. There shall be no excess water or solution left in the carpets and should be substantially dry within a period of four to eight hours.

The Contractor shall use a de-foamer if necessary to remove previous shampoo build-up from the carpet.

The Contractor shall treat carpets with a carpet protection solution.

Chemicals used in the cleaning process shall be non-corrosive and shall conform to all Federal, State, OSHA and local requirements. Cleaning methods shall not cause damage, staining, fading, or chemical build-up to the carpets.

3.6 CARPET CLEANING SCHEDULING

The Contractor shall schedule and perform the carpet cleaning services within seven calendar days of notification by the OME.

Carpet cleaning shall be performed after 5 p.m., Monday through Friday or on a holiday, except for instances that may require service during the regular work day, Monday through Friday, 8 a.m. through 5 p.m.

SPECIFICATIONS

3.7 WALLS

Walls, moldings, doorframes, and tops of doors are to be dusted using a clean cloth treated with a non-oily dressing to leave surfaces free of dust, loose dirt, and webs.

Walls shall be spot cleaned using a clean cloth or sponge and neutral detergent solution to leave walls free of marks, stains, and streaks.

Walls, including switch plates and incidental hardware, and vertical grills and louvers, shall be scrubbed and disinfected using a clean cloth or sponge and germicidal cleaner leaving walls and surfaces completely clean, disinfected, and free of streaks, stains, mildew, odor and film.

3.8 FIXTURES AND FURNITURE

Drinking fountains shall be scrubbed and disinfected using a germicidal cleaner and sides of fountain polished with a clean cloth, leaving the water fountain clean and free of streaks and film.

The Contractor shall dust furniture upon request of OME occupant. Dust only those surfaces that are cleared of papers and other possessions of the occupant.

The Contractor shall clean furniture by damp wiping vinyl, plastic, or leather furniture and vacuuming cloth furniture to remove all loose dirt, lint, and dust upon request of the OME occupant.

The Contractor shall dust blinds using a cloth treated with a non-oily dressing to remove all dust, loose dirt, and webs.

The Contractor shall clean handrails and accessories using a clean cloth dampened with neutral cleaner. The Contractor shall wipe dry and all polish metal surfaces.

3.9 RESTROOM FIXTURES AND ACCESSORIES

The Contractor shall clean restroom fixtures and accessories daily, always cleaning from high to low, toward doorways; completing dry task prior to wet cleaning operations.

The Contractor shall clean and disinfect toilet fixtures, including toilet bowls, urinals, sinks, etc., using a clean cloth, brush or sponge and a germicidal cleaner. Do not use the same cloth or sponge for toilet bowls and urinals for any other surfaces. Thoroughly scrub all surfaces, including outside of fixtures, pipes, fittings, and wall and floor in the immediate area of fixture, leaving surfaces clean and disinfected, and free from streaks, stains, mildew, odor, mineral deposits, and film. Wipe dry with a clean cloth after scrubbing.

The Contractor shall clean and disinfect toilet accessories including dispensers, disposals, shelves, mirrors, partitions, etc., using a clean cloth or sponge dampened with a germicidal cleaner, leaving accessories clean and disinfected, and free from streaks, stains, mildew, odor and film. Empty sanitary napkin disposals prior to cleaning. Wipe all surfaces dry with a clean cloth and polish metal surfaces.

Toilet paper, paper towels and soap will be purchased by OEM and the Contractor shall replace these items as necessary to keep supplies from running out.

3.10 GLASS

When cleaning door glass, Contractor shall clean both sides of glass and wipe dry leaving glass transparent and free of streaks, and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions. Glass surfaces shall be cleaned with an appropriate glass cleaning solution and shall be wiped dry and polished until fully transparent and free of streaks and smudges.

The Contractor shall spot clean interior windows by dry wiping glass, leaving it transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions. Window sashes, sills, jambs, mullions and other interior/exterior window surfaces shall be cleaned with an appropriate cleaner and wiped dry.

Screen surfaces shall be dusted and wiped to remove all loose dirt and dust.

SPECIFICATIONS**3.11 GLASS (continued)**

All interior/exterior window space areas shall be cleaned to remove loose dirt, dust and insects. Chemicals and solutions used in the cleaning process shall conform to all Federal, State, OSHA, local requirements and meet Green Seal or Ecologo Standards. The Contractor shall not use chemicals or solutions that may cause or promote any type of staining or damage to the window glass or window sashes, sills, jambs, mullions or other surfaces.

Lobby areas have enclosures with bullet proof glass in which the cleaner specified in the list of supplies needed shall be used.

3.12 EXTERIOR

Cleaning Building Entrance/Exit Areas: 20' outside of all entrances and exits by sweeping concrete surfaces, removing trash, leaves, grass and other litter. Clean link mats by sweeping free loose dirt and other foreign matter.

Particular attention shall be paid to outside dock area making sure that the entire area is clean and free from debris and blood.

3.13 COOLERS

The main cooler will be scrubbed seven days a week between 2:00 p.m. and 4:00 p.m. Use of high pressure steam hose will be provided. Floors and walls must also be disinfected.

4. JANITORIAL CLEANING IN THE LABORATORIES & AUTOPSY AREA**4.1 BIOHAZARDOUS WASTE CLEAN-UP PROCEDURES**

The Contractor will be fully responsible for the cleaning of the laboratories and autopsy areas in the building. These services will include the cleanup of all bodily fluids and waste from walls, floors, gurneys, etc. located in these rooms. The Contractor shall ensure that employees are sufficiently experienced, trained and capable to take the necessary precautions, using appropriate chemical(s) and techniques, when dealing with the cleanup of all bodily fluids and waste in such a manner so as to minimize the possibility of exposing facility occupants to blood-borne pathogens. The Contractor will be responsible for cleaning up the following bio-hazardous waste:

- 4.1.1 Human blood and blood products: All human blood, blood products (such as serum, plasma, and other blood components) in liquid or semi-liquid form. Items contaminated with blood that, if compressed, would release blood in a liquid or semi-liquid form, or items caked with dried blood capable of being released during handling; other body fluids or tissues containing visible blood.
- 4.1.2 Human Body Fluids: Human body fluids in a liquid or semi-liquid state, including: semen, vaginal secretions, cerebral spinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and saliva from dental procedures. Also includes any other human body fluids visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- 4.1.3 Microbiological Wastes: Laboratory wastes containing or contaminated with concentrated forms of infectious agents. Such waste includes discarded specimen cultures, stocks of etiologic agents, discarded live and attenuated viruses, blood or body fluids known to contain infectious pathogens, wastes from the production of biologicals and serums, disposable culture dishes, and devices used to transfer, inoculate and mix cultures.

4.2 CLEAN-UP PROCEDURES

- 4.2.1 Large or small spills with splash potential: The Contractor must first use an absorbent material to soak up and contain spills with absorbent powder/paper towels; pour disinfectant directly onto material to disinfect; a broad spectrum disinfectant such as a 10% bleach solution left on the material 10-30 minutes before clean-up is sufficient in most instances to disinfect; other disinfectants may be used as long as the label lists that it kills a broad spectrum of human infectious agents; after the body fluid material is collected and placed into a trash bag, pour disinfection on the area of the spill to complete disinfection and wipe up with paper towels to be put into bio-hazardous waste containers.

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- 4.2.2** Dried bodily fluids or small spills with low splash potential: The Contractor must use an absorbent material to soak up and contain spills with absorbent powder/ paper towels if necessary; pour a broad spectrum disinfectant such as a 10% bleach solution onto the body spill and leave on for 10-30 minutes before clean-up; other disinfectants may be used as long as the label lists that it kills a broad spectrum of human infectious agents; it is important to read these labels and be familiar with the directions for use and expiration dates of the disinfectant; after the body fluid material is collected and placed in a trash bag, pour disinfection on the area of spill to complete disinfection and wipe up with paper towels to be put into bio-hazardous waste containers.

5. EQUIPMENT

The Contractor shall provide at least the following equipment, but such equipment may be increased by the Contractor's need or upon the County request. The Contractor is responsible for providing new equipment and maintaining such equipment in good working order at all times and shall replace such equipment if necessary or requested:

Two (2) Upright Vacuums.
 Two (2) 16 – 20 gallon Shop Vacuums (dry/wet).
 One (1) Back Pack Vacuum.
 One (1) Shampoo Machine.
 One (1) Rotary Scrub Machine.
 One (1) High Speed Buffing Machine.
 One (1) Floor Burnisher.
 Two (2) Janitorial Carts.
 One (1) Walk-Behind Floor Scrubber.

6. SUPPLIES

The supplies listed below must be provided by the Contractor. The OME reserves the right to add or delete any of the supplies listed herein.

Dust mops	Floor Wax	Trash Can Liners
Mops and Handles	Sponges	Vacuum Bags
Brooms	Window Cleaner	Disinfectant Cleaners
Buckets & Wringers	Non-Oily Stainless Steel Cleaner	Bathroom Cleaners
Cleaning Cloths	Concrete Floor Sealer	Gloves
Stripping Solutions	Abrasive Cleaner	White Board Cleaner
Treated Dust Cloths	Lysol Brand I.C. Quaternary-	Orange Degreaser
Bullet Proof Glass Cleaner	Toilet & Urinal Deodorizers	Bleach
Disinfectant Cleaner Concentrate	Any protective Equipment Items for Staff (Gloves, Masks, etc.)	
Soft to Medium Bristle Floor Scrub Brush (for Blue Non-Skid Floors)		

7. MATERIALS/SUPPLIES

Materials/Supplies and equipment must meet the specifications stated herein:

- 7.1 All mop heads must be hospital grade, anti-microbial, bonded and looped with six (6) ply quality.
- 7.2 Vacuum filters must be well maintained and free of debris. Vacuum bags must be replaced after they are half full.
- 7.3 Cleaning chemicals must be hospital grade quality.
- 7.4 Disinfectants must be EPA registered and utilize the dilution control metering system.
- 7.5 Cleaning cloths must be microfiber.
- 7.6 All bodily fluid clean up kits must be AMA/OSHA approved and must be of the highest quality.
- 7.7 Powered floor maintenance equipment must be equipped with controls or other devices for capturing and collecting particulates. Powered scrubbing machines must be equipped with a control method for various rates for dispensing the optimal use of cleaning solutions. Floors burnishes must be cord electric and operate at a minimum of 2,000 R.P.M.
- 7.8 All carpet cleaning equipment must be extraction method commercial grade equipment.

SPECIFICATIONS**8. MATERIAL SPECIFICATIONS**

The Contractor shall supply all materials and supplies listed under the above Section 6 Supplies and Section 7 Material/Supplies for the performance of this work. OME will provide all other necessary supplies which are toilet paper, paper towels and soap. A complete and descriptive list of materials and supplies to be used for these services shall be submitted to the OME upon award of contract. This list shall be kept updated should any materials or products be changed. The OME reserves the right to prohibit the use of any product should it be deemed to be in the best interest of OME. Material Safety Data Sheets (MSDS) shall be posted conspicuously wherever cleaning supplies are stored on OME's property, including custodial closets and vehicles. Two copies of all MSDS sheets shall be submitted to the OME upon award of contract.

9. HEALTH SAFETY

- 9.1 All solvents or solutions must be approved by the Occupational Safety and Health Act.
- 9.2 The Contractor shall train their personnel regarding all hazardous-related materials within the workplace. The training must be completed prior to servicing this contract and applies to all employees, including temporary employees. Annual refresher training is required for all employees.
- 9.3 All MSDS must be available for all cleaning chemical used in the building. The Contractor must provide detailed contact information of the person responsible for maintaining the MSDS binder.
- 9.4 Contractor must ensure that all employees or agents must abide by all safety rules and regulations that may be promulgated from time to time by the OME.

10. COMMUNICATIONS EQUIPMENT

The Contractor shall provide the daytime employees and the evening supervisor with a cellular phone so that the OME switchboard may contact such employees for emergencies such as spills, cleaning needs, etc. Cellular phones and pagers must be charged and kept in working order by the Contractor.

11. MONTHLY MEETINGS

Contractor shall meet with the Business Manager of the OME twice a month for job site inspection during the contract period to evaluate the quality of work performed and to discuss any deficiencies that may arise.

12. WORK AREA

The Contractor shall at all times keep the premises free from accumulation of waste materials and rubbish caused by their employees or work, and at the completion of any work, shall remove all tools, etc., and shall leave the premises in a clean and orderly manner. A space location will be made for the Contractor's material storage, if needed.

13. SECURITY/BACKGROUND CHECKS

Each employee of the Contractor assigned to work at the OME must be interviewed, screened, references checked and background checks completed. The OME may require copies of such materials at any time. All unusual occurrences such as but not limited to leaks coming from pipes and machinery, and broken toilets and broken glass must be reported to the OME.

All employees shall be thoroughly screened before working at the location specified herein. All employees must carry on their person photo identification cards and name tags. No persons shall be admitted to the building without proper and prior notification from tenant representative or building management. Any unusual occurrence shall be reported immediately to proper authorities.

14. PERSONNEL QUALIFICATIONS

14.1 The Contractor shall submit with bid proposal the following information about their firm:

- 14.1.1 With its bid submission, the Contractor must show proof that it has five years' experience performing the services specified herein including but not limited to major laboratory, hospital and/or medical facility. Contractor's failure to provide such information may disqualify them for contract award.

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- 14.2** All personnel assigned to service this contract must meet the following qualifications:
- 14.2.1** All personnel must have basic reading skills in order to read and comprehend instructions and directions.
 - 14.2.2** All personnel used by the Contractor must be trained in the proper handling of chemicals, proper equipment operation, and proper cleaning procedures. All personnel are required to undergo initial training on standard operating procedures, proper sequencing of cleaning steps, proper use of personal protective equipment and be qualified to perform custodial services as specified in this bid. The Contractor must provide evidence of qualifications for any personnel performing work under this contract upon request by the OME.
 - 14.2.3** Contractor's custodial personnel servicing this contract must be supervised by one or more designated supervisors qualified in directing the type of custodial services described herein. The supervisor must be available at all times while the work is in progress to receive notices, reports, and/or requests from the OME.
 - 14.2.4** Upon contract award, the Contractor must supply the OME with a list of all custodial personnel to be used in the performance of this contract, and must keep the list updated at all times.
 - 14.2.5** Cook County reserves the right to require the Contractor to remove/replace any personnel servicing the contract for any reason.

15. CONTRACTOR RESPONSIBILITIES

- 15.1** Under the direction of OME's Executive Officer, the Contractor will be required to provide effective management, supervision and trained personnel to successfully operate, and maintain clean, safe and attractive facilities. All unusual occurrences such as but not limited to leaks coming from pipes and machinery, broken toilets and broken glass must be reported to the OME's representative.
- 15.3** Contractor shall agree that nothing provided herein shall be construed as reserving to Cook County any right to exercise control over or to direct the conduct or management of business or operation of Contractor on OME's premises. Neither Contractor nor any person performing any duties or engaged in any work on the premises on behalf of the Contractor, shall be deemed an employee or agent of Cook County.
- 15.4** Contractor shall at all times maintain good order among its employees and shall employ on the premises only persons skilled in the work assigned to them.
- 15.5** In the event any material, equipment or other property contained in or constituting a part of the premises is damaged or destroyed by the Contractor in the course of performing the work provided herein, Contractor shall at its own expense, promptly repair or replace the same to the complete satisfaction of Cook County.
- 15.6** The Contractor shall use and maintain forms, report formats, and supervision procedures acceptable to Cook County for all required reports. All records, receipts, invoices and other documents relative to the services provided under this contract shall be routinely available for audit and inspected by the County. The Contractor shall be required to process reports and records required for the proper operation and management of OME's facility, such as:
 - Notice of damage to premises.
 - Notice of injury on premises to Contractor.
 - Notice of witnessed employee or visitor accident.
 - Staffing schedules.
 - Carpet shampooing schedules.
 - All personnel and time records including payroll and payroll taxes.
 - Notice of routine maintenance which needs to be performed (i.e. lights out, drains clogged, and door hardware repair).

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15.7 The Contractor shall provide management and operating personnel to perform the functions of supervision, cleaning, maintaining and other activities as required to ensure the effective and efficient continuous operation of OME's facility. It is the Contractor's responsibility to:

1. Provide County-approved uniforms and name tags which are to be worn by all non-management on-site personnel. Picture identification cards must be worn at all times by the cleaning force and must include full name.
2. Provide OME's Executive Officer with a copy of photos of all employees working at the facility.
3. Ensure that all Contractor's employees discharge their duties in a courteous and efficient manner with the highest standards of integrity and service.
4. Control the actions of its employees and discharge and/or impose appropriate discipline against any employee whose conduct the Contractor or Cook County finds detrimental to the interest of Cook County.
5. Cook County retains the final right to approve the hiring or the retention of any of Contractor's employees in any Cook County facility.
6. Upon request, provide copies of background checks and fingerprints of all Contractor's employees who will be working at the OME facility to OME's Business Manager.
7. Abide by all Federal, State and local regulations concerning employment.

15.8 The schedule of Submission of Reports/Statements shall be in accordance with the following:

1. All matters relative to the maintaining of space shall be forwarded to the Executive Officer of the Medical Examiner's Office of Cook County daily.
2. All matters relative to damage and/or injury claimed or unclaimed shall be submitted to OME's Executive Officer within 24 hours of the incident with a copy submitted with the Contractor's monthly invoice.

15.9 Contractor's bid is to encompass all costs, including wages, vacation and holiday pay, payroll taxes and insurance, health and welfare and pension requirements, and supplies and equipment.

16 WORKING HOURS, JOB CLASSIFICATIONS AND EMPLOYERS

The cleaning force must include the following:

1. Two (2) persons assigned to the morning shift (one person- 6:00 a.m. to 2:00 p.m. and the other, the on-site Supervisor 11:00 a.m. to 7:00 p.m.) Monday through Friday.
2. One (1) person assigned to the afternoon shift (1:00 p.m. to 9:00 p.m.) Monday through Friday.
3. Two (2) Persons assigned to the evening shift (3:00 p.m. to 11:00 p.m.) Monday through Friday.
4. Three (3) Persons assigned for Saturdays, Sundays and holidays (one person - 6:00 a.m. to 2:00 p.m., second person - 11:00 a.m. to 7:00 p.m. and third person 3:00 p.m. to 11:00 p.m.).

The Contractor shall provide a full time Project Manager and a designated alternate, who shall be available via telephone at all times. The OME shall have access to the Project Manager during all hours, even when there is no janitorial services, coverage 365 days per year. Contractor shall provide a telephone number where the Project Manager may be reached on a 24 hour basis.

The Project Manager shall provide overall management and coordination of all aspects of this contract and shall act as a central point of contact with the OME. The Project Manager shall have at least three (3) year experience in the management and operation of facilities similar in size and complexity at the OME. The Contractor shall provide proof of such requirements upon request.

The Contractor shall provide a full-time On-Site Supervisor knowledgeable in health care hygiene. The On-Site Supervisor shall be available during the work shift Sunday through Saturday. The On-Site Supervisor shall be knowledgeable in all aspects of the custodial/housekeeping operation and shall have access to the contract Project Manager during all hours of shift coverage, 365 days per year.

SPECIFICATIONSOFFICE OF THE MEDICAL EXAMINER CLEANING SCHEDULE

All areas to be maintained are located within, and surrounding the confines of the OME's building. This includes all designated office and conference room areas, lounges, intake, and investigation areas, laboratories, autopsy and x-ray areas, entrance lobbies, corridors, locker rooms, lavatories, passageways, stairways, all outdoor areas, including the dock and trash receptacle area, walkways and open areas, and engineering and basement areas. Engineering areas include the basement pump room and the penthouse boiler room.

I. DAILY CLEANING REQUIREMENTS**A. Waste Removal**

1. Empty and clean all wastebaskets and paper shredders nightly.
2. Wastebasket liners to be replaced as required. Liners shall be supplied by the Contractor
3. Empty all containers and disposals in washrooms daily.
4. All non-infectious waste material shall be removed and placed in the receptacle nightly.
5. Infectious waste containers will be closed and moved to pick-up area.

B. Washrooms

1. Clean, sanitize, and polish all vitreous fixtures, including toilet bowls, urinals and hand basins.
2. Clean and sanitize all flush rings, drains and overflow outlets.
3. Clean and polish all chrome fittings.
4. Clean and sanitize toilet seats.
5. Clean and polish all glass and mirrors.
6. Wash and sanitize exterior of all containers.
7. Empty and sanitize interior of all containers.
8. Wipe toilet stall partitions.
9. Remove spots, stains, and splashes from wall areas adjacent to hand basins and towel holders.
10. Refill all dispensers to maximum limits: napkin, soap, tissue, towel, liners.
11. Remove fingermarks and smudges from surfaces, such as doors, walls, light switches, etc.
12. Sweep and wet mop all floors with disinfectant.

C. General Office, Conference Rooms, Lounge Areas, Lobbies, Public Areas

1. Clean and sanitize drinking fountains.
2. Spot clean desk tops.
3. Spot clean reception lobby glass, including entrance doors.
4. Spot clean and remove handprints, ink marks, and coffee rings from all desks.
5. Damp clean blackboards as required.
6. Spot clean interior partitions if needed.
7. Remove fingermarks and smudges from surfaces, such as, doors, walls, light switches, etc.
8. Spot clean interior glass in partitions, cabinets and doors. Cleaning agent is not to remain on partitions and the like.
9. Dust base of all chairs, stands, coat racks, etc.
10. Spot clean television/computer monitors.
11. Contractor's personnel must not disturb papers on desks, tables or in cabinets unless properly authorized by the OME.

D. Laboratories, Other Areas as Designated

1. Dust all furniture including desks, chairs, tables and lab counters.
2. Dust all exposed filing cabinets, bookcases, shelves and countertops.
3. Dust all telephones.
4. Clean and disinfect all emergency shower cabinets.
5. Spot clean and disinfect all desk tops and lab counters and sinks.
6. Spot clean all interior glass doors and glass cabinets. Cleaning agent not to remain on partitions.
7. Spot clean and remove any prints, ink marks and coffee rings from all desks and lab counters.
8. Damp clean all blackboards as required.
9. Spot clean sides of all lab casework.
10. Remove fingermarks and smudges from surfaces, such as doors, walls, light switches, etc.
11. Dust base of all chairs, stands, coat racks, etc.

E. Autopsy and X-Ray Areas

1. Clean and sanitize all flush rings, drains and overflow outlets.
2. Clean and polish all chrome fittings.

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3. Clean and polish all glass.
 4. Clean all X-ray view boxes.
 5. Wash and sanitize exterior of all containers.
 6. Remove any blood, spots, stains, soil, and splashes from walls floors, equipment, etc. and disinfect with germicidal solution.
 7. Dust all furniture including desks, chairs and tables.
 8. Spot clean all stainless steel sinks and tables.
 9. Dust all exposed filing cabinets, bookcases, shelves and countertops.
 10. Dust all telephones.
 11. Clean and sanitize drinking fountains.
 12. Spot clean desk tops.
 13. Spot clean and remove handprints, ink marks and coffee rings from all desks and tables.
 14. Damp clean all blackboards as required.
 15. Spot clean interior glass in partitions, doors and cabinets. Cleaning agent is not to remain on partitions and the like.
 16. Dust base of all chairs, stands, tables, coat racks, etc.
- F. Terrazzo, Granite, Concrete and Tiled Floors And Stairways**
1. All floors dry mopped.
 2. All floors spray buffed nightly - a metal link finish shall be used on tile floors.
 3. Granite floors in lobby shall be dry mopped daily.
 4. Concrete floors in lobby shall be dry mopped daily.
 5. Scrub all floors in Storage Area, receiving, triage/washing cart station, main cooler, decomposed area, autopsy areas, intake, investigations, and basement lunch areas and engineering rooms.
- G. Carpeting, Carpet Runners And Mats**
1. Vacuum

II. WEEKLY CLEANING REQUIREMENTS

A. Washrooms

1. Spot clean metal partitions and remove all writing.
2. Low dust all horizontal surfaces to hand height, including sill molding, ledges, shelves, frames, ducts, heating outlets.

B. General Office, Conference Rooms, Lounge Areas, Lobbies, Public Areas

1. Clean and sanitize telephones.
2. Low dust all horizontal surfaces to hand height, including sills, ledges, molding, shelves, picture frames, ducts, etc.
3. Clean entire desk tops.
4. Clean and polish bright metal to hand height.
5. Remove dust and cobwebs from ceiling areas and corners.
6. Clean television monitors.

C. Laboratories, Other Areas As Designated

1. Clean and sanitize telephone.
2. Low dust all horizontal surfaces to hand height including sills, ledges, moldings, shelves, picture frames, ducts.
3. Disinfect entire desk and lab tops.
4. Clean and polish all bright metal to hand height.
5. Remove dust and cobwebs from ceiling areas and corners.
6. Disinfect and polish all sinks and hardware.

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D. Autopsy And X-Ray Areas

1. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, picture frames, ducts, heating outlets.
2. Clean and sanitize all telephones.
3. Clean entire desk tops.
4. Clean and polish all bright metal to hand heights.
5. Remove dust and cobwebs from ceiling areas and corners.
6. Clean all television and computer monitors with CRT Screen Cleaner.
7. Wash all interior glass both sides, including cabinets, doors, partitions.
8. Disinfect all with germicidal solution.
9. Remove debris from under autopsy sinks on the floor.

E. Furniture

1. Vacuum (Fabric)
2. Damp Clean (Plastic)
3. Damp Clean (Leather)

F. Carpeting, Carpet Runners and Mats

1. Machine Shampoo.

III. MONTHLY CLEANING REQUIREMENTS

A. Washrooms

1. Sanitize metal partitions.
2. High dust above hand height all horizontal surfaces, including shelves, ledges, moldings, pipes, ducts, heating outlets.
3. Clean and polish tile and fixtures in shower area.
4. Clean Shower curtains.

B. General Office, Conference Rooms, Lounge Areas, Lobbies, Public Areas

1. High dust above hand height all horizontal surfaces, including shelves, molding, ledges, pipes, ducts, heating outlets, etc.
2. Wash all wastebaskets.
3. Wash all desk tops.
4. Wash all interior glass, both sides.
5. Wash and sanitize all metal partitions.

C. Laboratories, Other Areas as Designated

1. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, heating outlets, etc.
2. Wash all wastebaskets.
3. Wash all desktops and lab tops.
4. Wash all interior glass, both sides.
5. Wash and sanitize all metal partitions and lab casework.

D. Autopsy and X-Ray Areas

1. High dust above hand height all horizontal surfaces, including shelves, ledges, moldings, pipes, ducts, heating outlets.
2. Wash all wastebaskets.
3. Wash all desk tops.
4. Wash and sanitize all metal partitions.
5. Disinfect all with germicidal solution.

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E. Terrazzo, Granite, Concrete and Tiled Floors And Stairways

1. Strip and wax (2 coats) Terrazzo and tile floors.
2. Wet mop all concrete floors.

IV. QUARTERLY CLEANING REQUIREMENTS

A. General Office, Conference Rooms, Lounge Areas, Lobbies, Public Areas

1. Clean and polish all furniture including desks, chairs, and cabinets.
2. Dust all window blinds.

B. Laboratories, Other Areas as Designated

1. Clean and polish all furniture including desks, chairs, cabinets and lab casework.
2. Dust all window blinds.

C. Autopsy and X-Ray Areas

1. Clean and polish all furniture, including desks, chairs, and cabinets.
2. Wash all walls.
3. Disinfect all with germicidal solution.

V. SEMI-ANNUAL CLEANING REQUIREMENTS

A. General Office, Lobbies, Lounges, Public Areas

1. Dry clean or wet clean, with treated sponge, areas around diffusers outlet.
2. Oil all wood paneling.

B. Laboratories, Other Areas as Designated

1. Dry clean or wet clean, with disinfectant treated sponge, areas around diffuser outlets.

C. Autopsy and X-Ray Areas

1. Dry clean or wet clean, with disinfectant treated sponge, areas around diffuser outlets.

D. Carpeted Areas

1. All carpeting in the building shall be extracted with an extractor, once in the spring and once in the fall, or on an as needed basis.

VI. ANNUAL CLEANING REQUIREMENTS

A. General Offices, Lobbies, Lounges, Public Areas

1. Wash all inside glass of skylights.

VII. "AS NEEDED" CLEANING REQUIREMENTS

A. Carpeting

1. Inspect for spots and stains. Remove if possible.
2. Destaticize.

B. Carpet Runners And Mats

1. Spot cleaned

C. Terrazzo, Granite, Concrete And Tiled Floors And Stairways

1. At onset of contract the Contractor shall apply a minimum of two (2) applications of high solid wax and sealer, with a minimum solid content of 25% to all tile floors.
2. All Terrazzo floors shall be sealed with a minimum of two (2) applications of urethane or silicone.
3. OME will supply work sheets on Terrazzo floor care.